

LYNDEN TOWNSHIP
 STEARNS COUNTY
 MARCH 20, 2024
 REORGANIZATION MEETING
 LYNDEN TOWNSHIP COMPENSATION AND FEES

Those present were Supervisors Tom Plaggerman, Scott O’Konek, Jamie Schultz-Ludenia, Treasurer Jean Schermer, Clerk Jenny Schmidt, and Deputy Clerk Kelli Schuh. The meeting was called to order by Supervisor Plaggerman at 6:05 p.m. and led the Pledge of Allegiance.

Clerk Schmidt took the oath of office and administered the oath of office to Supervisor Schultz-Ludenia since the contest period has ended. We have no administrative policies to amend, and Treasurer Schermer confirms she has reviewed all financial Policies and Resolutions. Ordinance and Resolution books are at the town hall for viewing. The towns annual report will be submitted by Treasurer Schermer by March 31 as required. The Board is aware of the 60 day time requirement for planning application decisions. The conflict of interest process was reviewed. Our regularly scheduled monthly meetings will remain as is (on the 1st Monday of the month) with the exception of:

- April 2024 meeting will be held Tuesday, April 2nd due to Easter
- July 2024 meeting will be held Monday, July 8th due to the 4th of July
- September 2024 meeting will be held Tuesday, September 3rd due to Labor Day

O’Konek made a motion to appoint Plaggerman to the Chair position, seconded by Schultz-Ludenia, two in favor, Plaggerman abstains, motion passed. Plaggerman made a motion to appoint O’Konek to the Vice-Chair position, seconded by Schultz-Ludenia, two in favor, O’Konek abstains, motion passed.

Discussion was held regarding the compensation fee schedule. The board decided to make no changes to the compensation fee schedule for 2024.

The compensation fee schedule is as follows:

	Fee	Training/Extra Work/Site Visit	Salary
Town Board Chair	\$130/Meeting	\$25/Hour	\$175/Month
Supervisor	\$120/Meeting	\$25/Hour	\$125/Month
Clerk	\$120/Meeting	\$25/Hour	\$10,000/Year
Treasurer	\$120/Meeting	\$25/Hour	\$ 7,200/Year
Deputy Clerk	\$120/Meeting	\$20/Hour	
Deputy Treasurer	\$120/Meeting	\$20/Hour	
Planning Commission Chair	\$ 80/Meeting	\$30/Hour	
Planning Commission Member	\$ 75/Meeting	\$25/Hour	
Planning Commission Admin.	\$120/Meeting	\$40/Hour	\$125/Month
Moderator Fee	\$ 60/Meeting		
Consultant to the Board		\$25/Hour	
Head Election Judge		\$20/Hour	
Election Judge		\$15/Hour	
Maintenance Person		\$35/Hour	
Lawn Mowing Service	\$45/Mow		
Cleaning Person		\$20/Hour	
Hall Rental: Key, Contract & Cleaning	\$20/Rental		
Mileage Reimbursement @ Current IRS rate			

Per a motion made at the June 5th, 2023, monthly meeting, in situations where there are multiple meetings on the same date, and the start time of the meetings are an hour or less apart, and the total meeting time does not exceed four hours, for payroll purposes this will be paid out as one meeting. When the combined total of the meetings exceeds four hours, each meeting will be billed separately.

In addition to statutory duties, Township Supervisors, Clerk and Treasurer have the following responsibilities:

- The Clerk is responsible for recycling, office supplies, assessment Searches paid at the rate of \$15, and payment of expense claims (excluding payroll, taxes and PERA).
- The Treasurer is responsible for payment of payroll claims, taxes, and PERA claims, and the issuance of W-2's, 1099's, tax reporting, filing of State Auditor's Report, PERA reports, and the workman's comp audit.
- Clerk or Treasurer can bill for any non-statutory duties performed as extra work.
- Clerk is to prepare and send draft agenda to the Board one week prior to the meeting. Agenda additions are due no less than 48 hours of the posting deadline so the Clerk can post the agenda to the web on the Thursday before the Monday meeting.
- Supervisor Plaggerman is Board Chair and the primary contact for animal control, liaison for the township's Building Inspector, liaison for Clearwater Fire Dept., and general ordinance and zoning questions.
- Supervisor O'Konek is Vice Board Chair and is the primary contact for road signage issues, weed inspection, right of way permits, Gopher State One Call locates, and the liaison for Annandale Fire Dept.
- Supervisor Schultz-Ludenia is the primary contact for roads, and maintenance issues of the Town Hall building, including but not limited to bug control, rug cleaning, water and septic issues.
- Gary Schmidt is in charge of designated maintenance, light brushing and installation of township road signs.

Plaggerman made a motion to approve compensation rates and duties as indicated in addition to statutory duties, seconded by O'Konek, all in favor, motion passed.

FEES

ADMINISTRATIVE FINE	\$200 Minimum – Reference Ordinance #10
ANIMAL OWNER	
Animal Impound Fee	\$50 per animal (Payable to Tri County Humane Society)
Second Impound Fee	\$100
Third or more Impound Fee	\$200 (+ \$100 for Each Additional Offense)
ATTORNEY/ENGINEER	Hourly Rate at Project Cost
HAULING PERMIT	\$100 Annually plus the cost of the Township Engineer reviewing the roads delineated by the permit (See Lynden Township Ordinance #12)
PLANNING COMMISSION REVIEW	\$350 Administrative Splits \$350 Rezoning Requests \$350 Plat Review

PLANNING AND ZONING FEES

Construction Site Permit	\$500 New or Replacement Dwelling \$500 Manufactured Home \$400 Addition or Remodel \$400 Garage or Shed \$100 Deck
Storm Water Mgmt Plan	\$400 Residential \$250 plus \$3,000 Escrow Deposit for Commercial or Industrial
Driveway Approach Permit	\$50 Residential/Commercial/Industrial
Conditional Use Permit	\$750 plus \$500 Escrow
Interim Use Permit	\$750 plus \$500 Escrow
Variance	\$750 plus \$500 Escrow
Appeal of Zoning Admin Determination	\$750 plus \$500 Escrow
Amendment to Zoning Ord.	\$750 plus \$500 Escrow

PLATTING

Subject to Escrow Deposit (See Lynden Township Subdivision Ordinance #8)	
Splitting of Land (Major Plat)	\$2,000

RIGHT OF WAY PERMIT FEE

Right of Way Work without Permit	\$200 per Project (See Lynden Township Ordinance #12) Double the Permit Fee
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SIGNS

Temporary Road Sign	\$30
Damaged Road Sign	Cost of the sign, post, and Materials plus maintenance person fee (2 hour minimum)
911 Adress Signs - New	\$120 Collected with Building Permit
Replacement 911 Sign	\$60 (when there is a responsible party identified)
Replacement 911 Post	\$25 (when there is a responsible party identified)

SPECIAL MEETING BY REQUEST

Town Board or Planning Commission	\$500
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TITLE SEARCHES

\$15

TOWN HALL RENTAL

\$50 and Refundable \$100 deposit after inspection

Discussion was held regarding the fee schedule in Lynden Township Ordinance #13. The board decided to make no changes to the fee schedule for 2024.

O'Konek made a motion to adjourn the meeting, seconded by Schultz-Ludenia, all in favor, motion passed. Meeting adjourned at 7:24 p.m.

Kelli Schuh, Deputy Clerk

Tom Plaggerman, Chair